

Leisure Services Coordinator

CITY OF MORGAN HILL

AUGUST, 2001

LEISURE SERVICES COORDINATOR (Youth & Teens)

DEFINITION:

Under general supervision of the Recreation Supervisor, plans, organizes, and supervises services, programs and activities of the Youth and Teens program for the City's Recreation Division.

CLASS CHARACTERISTICS:

Employees assigned to this class are responsible for planning, coordinating, and implementing community leisure service and recreation programs for the Youth and Teens program in the community. The incumbent is expected to perform routine and difficult staff work in recreation and take specific responsibility for the assigned recreation programs and oversee temporary and seasonal personnel.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS:

Duties may include, but are not limited to, the following:

1. Plans, implements, supervises and evaluates the Youth Advisory Committee that reports to the Parks and Recreation Commission.
2. Organizes, develops, supervises, advertises or markets and coordinates Youth and Teens recreation program activities.
3. Supervises the Mobile Recreation Van program to include schedule, staffing, training, programming and supplies.
4. Recruits, hires, trains, and supervises part-time recreation leaders for the mobile van and after-school programs.
5. Networks with schools and other appropriate groups in providing youth and teen services.
6. Provides support for new programming with the Recreation Supervisor in the areas of programs for special needs, cultural arts and expression, special events and responds to new requests and proposals.
7. Expand youth and teen recreation programs and information; develop promotion plan for programs and extend outreach; further develop information link to agencies and

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IMPORTANT AND ESSENTIAL JOB FUNCTIONS (continued)

organizations providing youth and teen recreation and community services.

8. Establishes performance objectives for programs and partners.
9. Develops after-school “Teen Time” program at middle schools.
10. Plans, organizes and coordinates special events for youth and teens.
11. Provides support to Recreation Supervisor on a variety of assignments.
12. Provides class programming support for Recreation Supervisor.

MARGINAL/PERIPHERAL JOB FUNCTIONS:

1. Performs as staff liaison to Youth Advisory Committee.
2. Acts as back-up for Recreation Supervisor in his/her absence.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS:

Knowledge of:

1. Recreation program activities such as sports, games, arts, crafts, dramatics and music as they pertain to the interests of youth and teens.
2. Principles and practices of recreation program planning, development and administration.
3. Community resources and recreation service providers in Morgan Hill.
4. Principles and techniques of effective supervision and training.
5. Rules and equipment used in assigned program areas, such as a variety of athletic activities and cultural enrichment materials.
6. Standard program evaluation methods and report writing procedures.

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Skill in:

1. Responding effectively to program issues and customer interests.
2. Planning programs, special events and leisure service activities for youth and teens.
3. Providing outstanding customer service.
4. Preparing clear, concise and effective publicity and informational materials, reports, correspondence and other written materials.
5. Analyzing problems, evaluating alternatives and making creative recommendations.
6. Planning and presenting material to youth and teens.
7. Proper supervision procedures and techniques.
8. Using personal computer for word processing and the development of informational materials.
9. Maintaining accurate and organized records.
10. Developing and maintaining effective working relationships with those contacted in the course of work.

Ability to:

1. Travel to various sites in the City to complete work activities.
2. Work outdoors in a variety of weather and atmospheric conditions.
3. Work irregular hours, shifts, or weekends as required.
4. Relate effectively and communicate with youth and teens.

JOB REQUIREMENTS:

1. Equivalent to graduation from high school plus at least two years of college with major course work in recreation/leisure services, public administration or closely related field. Bachelor's degree highly desired.
2. Minimum of two years of responsible experience in the recreation/leisure field. Experience working with youth and teen programming, and public recreation preferred.

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3. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.
4. First Aid and CPR certified preferred

MACHINE/TOOLS/EQUIPMENT UTILIZED

1. Automobile
2. Keys to City locks
3. Reports, forms, pencils, and pens
4. Computer monitor, keyboard and printer
5. Copy machines
6. Fax machines
7. Calculator
8. Telephone
9. Recreation equipment

PHYSICAL DEMANDS:

1. Mobility
2. Speaking/Hearing
3. Seeing
4. Sitting, standing, or walking for expended periods of time
5. Use of fingers/manual dexterity
6. Driving
7. Lifting, bending and moving of boxes, equipment, tables, chairs, etc.

ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS

1. Indoors: office conditions, 50% of time
2. Outdoors: varying conditions, 50% of time
3. Noise level: conducive to office and field setting
4. Lighting: conducive of office and field setting
5. Flooring: low level carpeting
6. Ventilation: provided by central air conditioning
7. Dust: normal, indoor levels
8. Travel